Defense Travel Management Office

WELCOME

D-205
EWTS – Setup & Application

D-205 EWTS Set-Up and Application

Topic: Enterprise Web Training System

Time: 45-50 minutes

Target Audience:

Trainers
Defense Travel Administrators

Pre-Requisites: None

TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

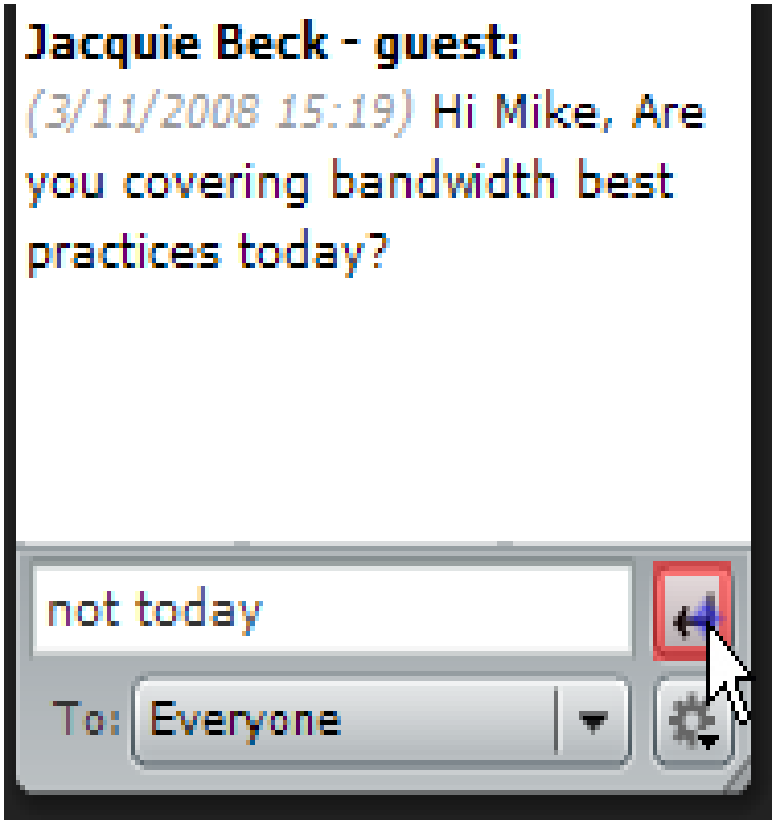
- ✓ **Exit class**
- ✓ **Close all other software applications**
- ✓ **Log back into class**
- ✓ **Check with local IT staff**

If problem persists call the DISA Help Desk:

ATTENDANCE CREDIT

SELECT: GUEST
ENTER: FULL NAME + SERVICE/AGENCY
INITIALS

COMMUNICATING IN CLASS



TRAINING OBJECTIVES

Understand the following:

- Purpose and value of EWTS
- Computer requirements for using EWTS
- How to request PKI certificates for use with EWTS
- Purpose of DBsign Universal Web Signer software
- How to load training certificates into certificate store
- Certificate importing options
- How to access EWTS
- How to tailor your organization in EWTS

WHAT IS EWTS?

EWTS = Enterprise Web Training System

- Training environment not production version
  - Web based
  - Duplicates DTS
- DoD Services and Agencies
  - Available to all organizations
  - Free service
- Simulates DTS
  - Create documents and routing lists
  - Practice performing common DTA tasks

WHO USES EWTS & WHY?

- Available to AOs, DTAs
  - Training resource
  - Safe practice environment
- Only used by Travelers via their AO or DTA
- Train and practice risk free
  - Never creates actual reservations
  - Not connected to GDS
  - Does not create PNRs
  - Does not generate financial obligations

COMPUTER REQUIREMENTS

- Internet browser
  - Internet Explorer v7
  - Netscape
  - Mozilla Firefox

- Java Runtime Environment: JRE 1.6
- DBsign Universal Web Signer: UWS
- Public Key Cryptography Standards: PKCS Certificates

TO LEARN MORE

A WORD OF CAUTION!

ONLY USE EWTS with TRAINING CERTIFICATES

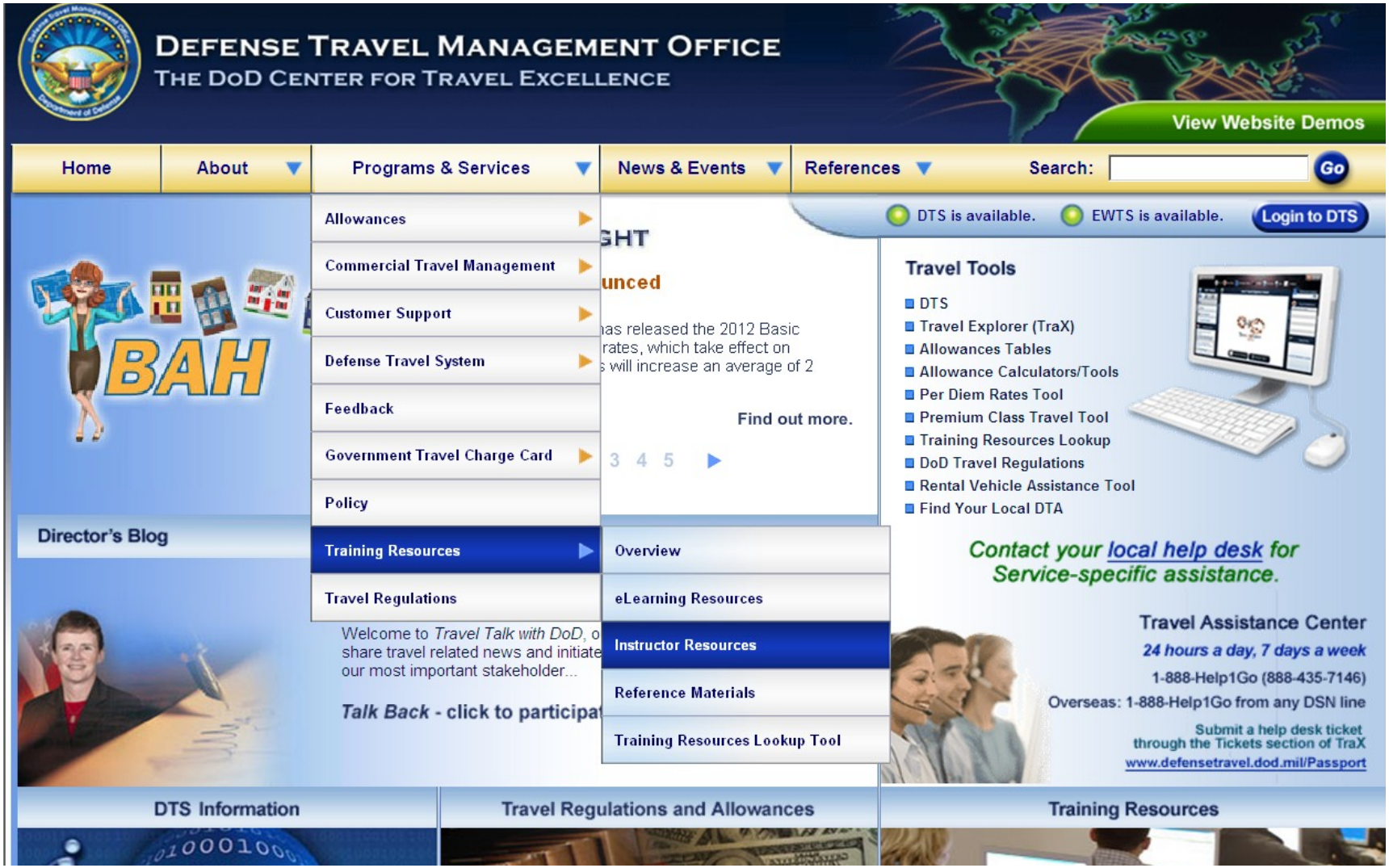
NEVER USE EWTS with COMMON ACCESS CARDS

ALL EWTS CERTIFICATES are managed by the DTMO*

***Defense Travel Management Office**

EWTS: INSTRUCTOR RESOURCES

Programs & Services > Training Resources > Instructor Resource



INSTRUCTOR RESOURCES

CERTIFICATE REQUEST FORM

Defense Travel Management Office (DTMO)

EWTS TRAINING CERTIFICATE REQUEST FORM

Instructions: Complete the required fields. E-mail the completed form to EWTSCertRequests@dtmo.pentagon.mil or fax to 703-696-7890

Submit Completed form by E-mail

Requestor Contact Information:

Date: (mm/dd/yyyy) Branch of Service:

Name:

E-Mail:

Phone #

Organization Information:

Organization Name (e.g. MCAS Yuma):

Address

City State Zip Code

Country

DTS Information:

Has DTS Been fielded to your site? Yes No

What is your role in DTS?

How many certificates do you need?
(The recommended standard set is 5 Traveler, 5 Authorizing Official, and 1 LDTA)

Travelers: Eric -

Authorizing Officials (AO) Chris -

Lead Defense Travel Administrators (LDTA) Helen -

If requesting more than 10 certificates for any role, please provide justification:

FOR DTMO USE ONLY:

EWTS Organization Name

Submit Completed form by E-mail

REQUESTOR INFORMATION

Defense Travel Management Office (DTMO)

EWTS TRAINING CERTIFICATE REQUEST FORM

Instructions: Complete the required fields. E-mail the completed form to EWTSCertRequests@dtmo.pentagon.mil or fax to 703-696-7890

Submit Completed form by E-mail

Requestor Contact Information:

Date:		mm/dd/yyyy	Branch of Service:
Name:			
E-Mail:			
Phone #			

ORGANIZATION INFORMATION

Organization Information:

Organization Name (e.g. MCAS Yuma):

Address

City | State | Zip Code

Country

Where will certificates be used?

- Base
- Training Facility
- Air Station

DTS INFORMATION

DTS Information:

Has DTS Been fielded to your site? ☐ Yes ☐ No

What is your role in DTS?

How many certificates do you need?
(The recommended standard set is 5 Traveler, 5 Authorizing Official, and 2 LDTA)

Travelers: Eric -

Authorizing Officials (AO) Chris -

Lead Defense Travel Administrators (LDTA) Helen -

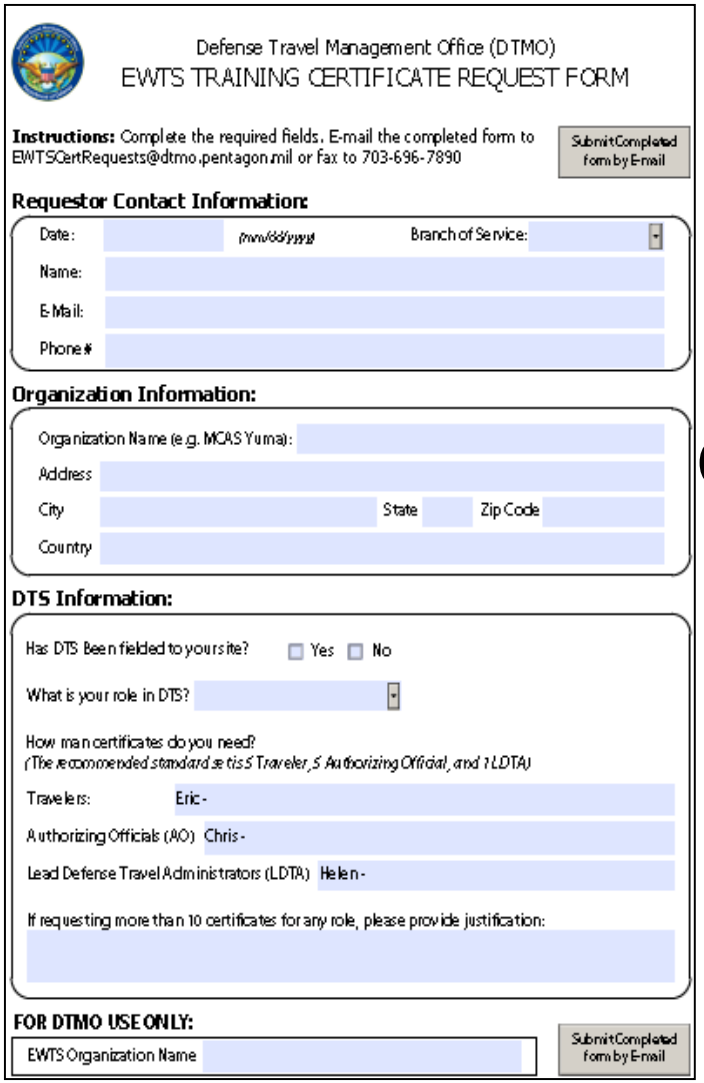
If requesting more than 10 certificates for any role, please provide justification:

FOR DTMO USE ONLY:

EWTS Organization Name

Submit Completed form by E-mail

FORM SENT – CERTIFICATES RECEIVED



Defense Travel Management Office (DTMO)

EWTS TRAINING CERTIFICATE REQUEST FORM

Instructions: Complete the required fields. E-mail the completed form to EWTSCertRequests@dtmo.pentagon.mil or fax to 703-696-7890

Submit Completed form by E-mail

Requestor Contact Information:

Date: (mm/dd/yyyy) Branch of Service:

Name:

E-Mail:

Phone #

Organization Information:

Organization Name (e.g. MCAS Yuma):

Address

City State Zip Code

Country

DTS Information:

Has DTS Been fielded to your site? Yes No

What is your role in DTS?

How man certificates do you need?
(The recommended standard se tis 5 Traveler, 5 Authorizing Official, and 1 LDTA)

Travelers: Eric -

Authorizing Officials (AO) Chris -

Lead Defense Travel Administrators (LDTA) Helen -

If requesting more than 10 certificates for any role, please provide justification:

FOR DTMO USE ONLY:

EWTS Organization Name

Submit Completed form by E-mail

Form sent to DTMO via:

- **Email**
- **Fax**

Certs returned:

- **Normally 2-4 weeks**
- ***IF the form is complete!***

Delivered via EMAIL

DELIVERY IS NEVER VIA MAIL OR FEDEX

DBsign UNIVERSAL WEB SIGNER

- What is DBsign Universal Web Signer?
  - Security software
  - Authenticates users
  - Provides digital signatures on DTS documents

- How is it loaded onto a computer?
  - JRE 1.6 now Internet accessible
  - Administrator privileges for computers may be needed

- Will old certificates work with new software?
  - Yes, certificates issued prior to May 2010 will work

ACCESSING EWTS CERTIFICATES

- Site EWTS Administrator receive certificates:
  - Detach, save to folder on training computer

  OR
  - Detach, save to a portable storage device
  - Remove from portable storage
  - Save to training computer

- Trainers no longer transfer certificates directly to training computer hard drive

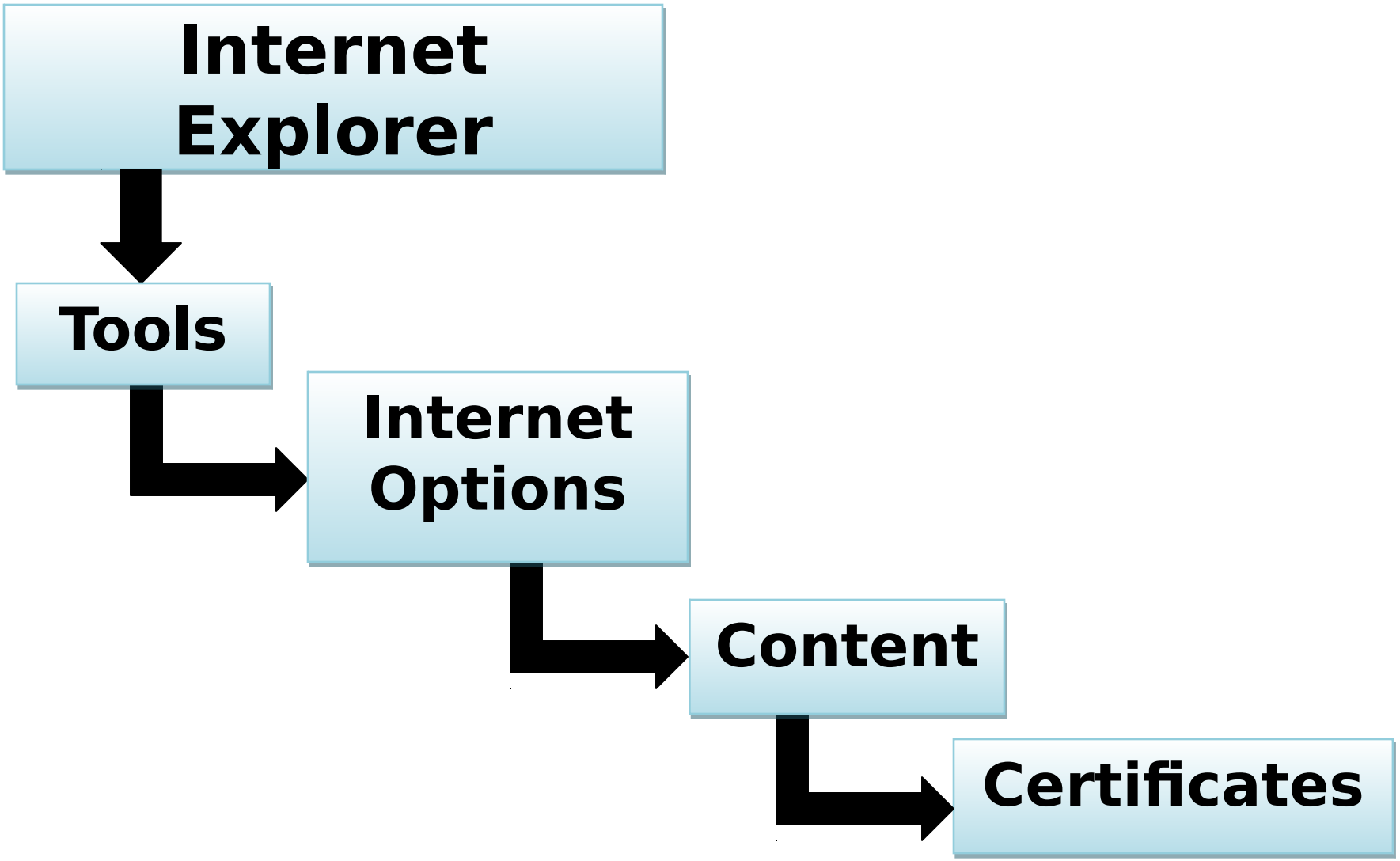
UNDERSTANDING CERTIFICATE STORE

A certificate store is a key database file.
Used to store digital certificates;
May contain the certificates private key

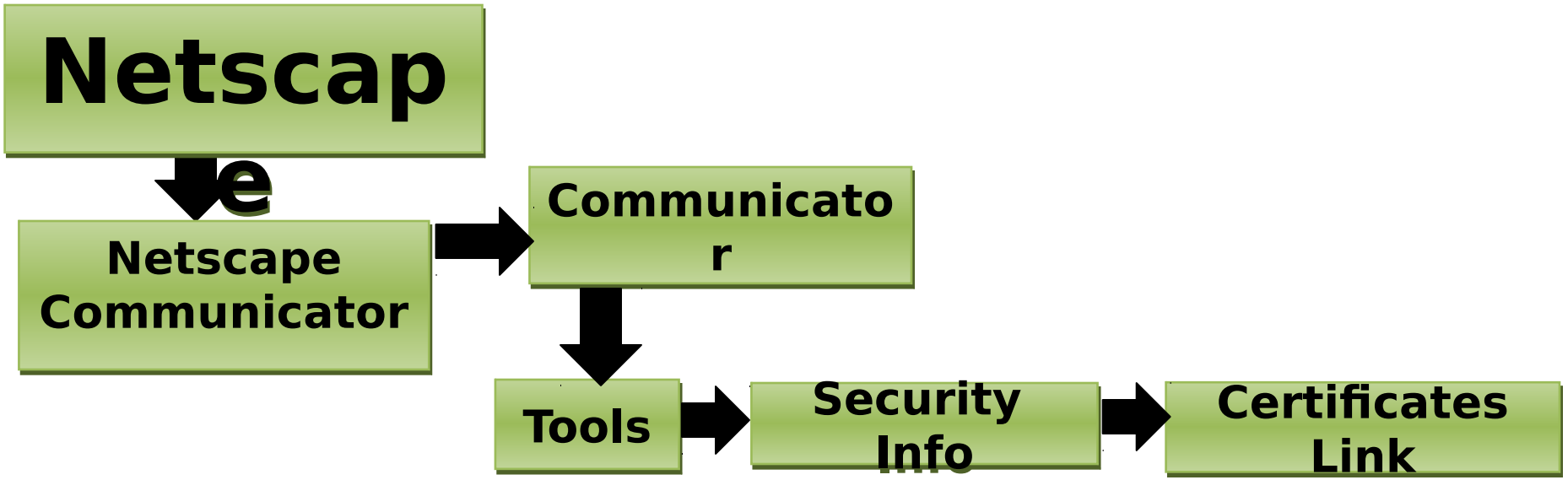
- Location depends on browser
  - Internet Explorer
  - Netscape
  - Firefox

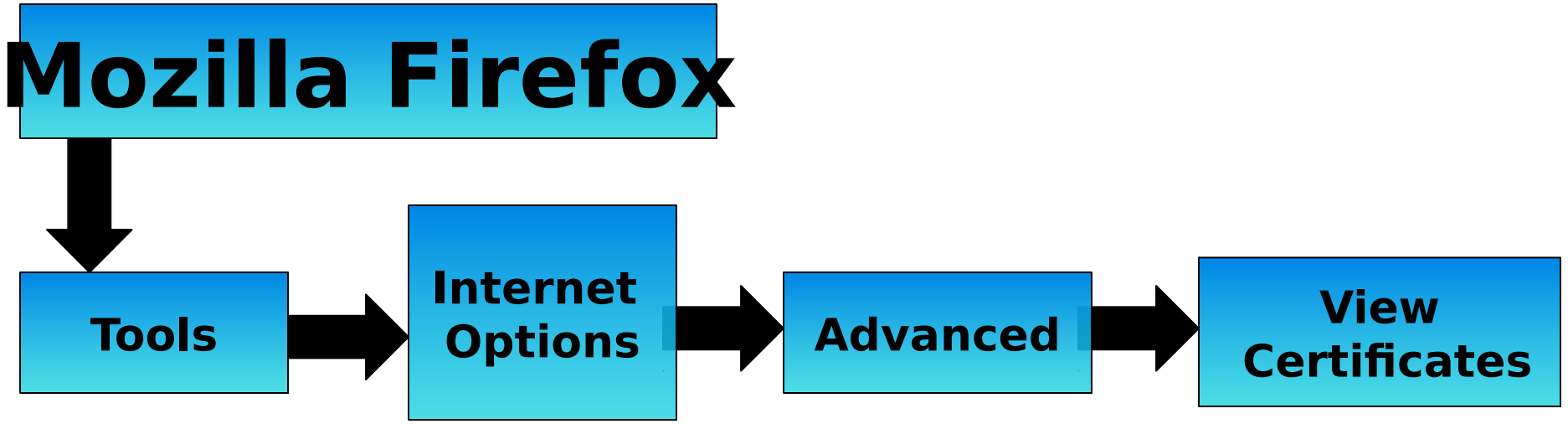
- Individually imported into a computer's certificate store
- Importing must be repeated with each new computer user
- Repeat importing not required with generic

IMPORT via. INTERNET EXPLORER



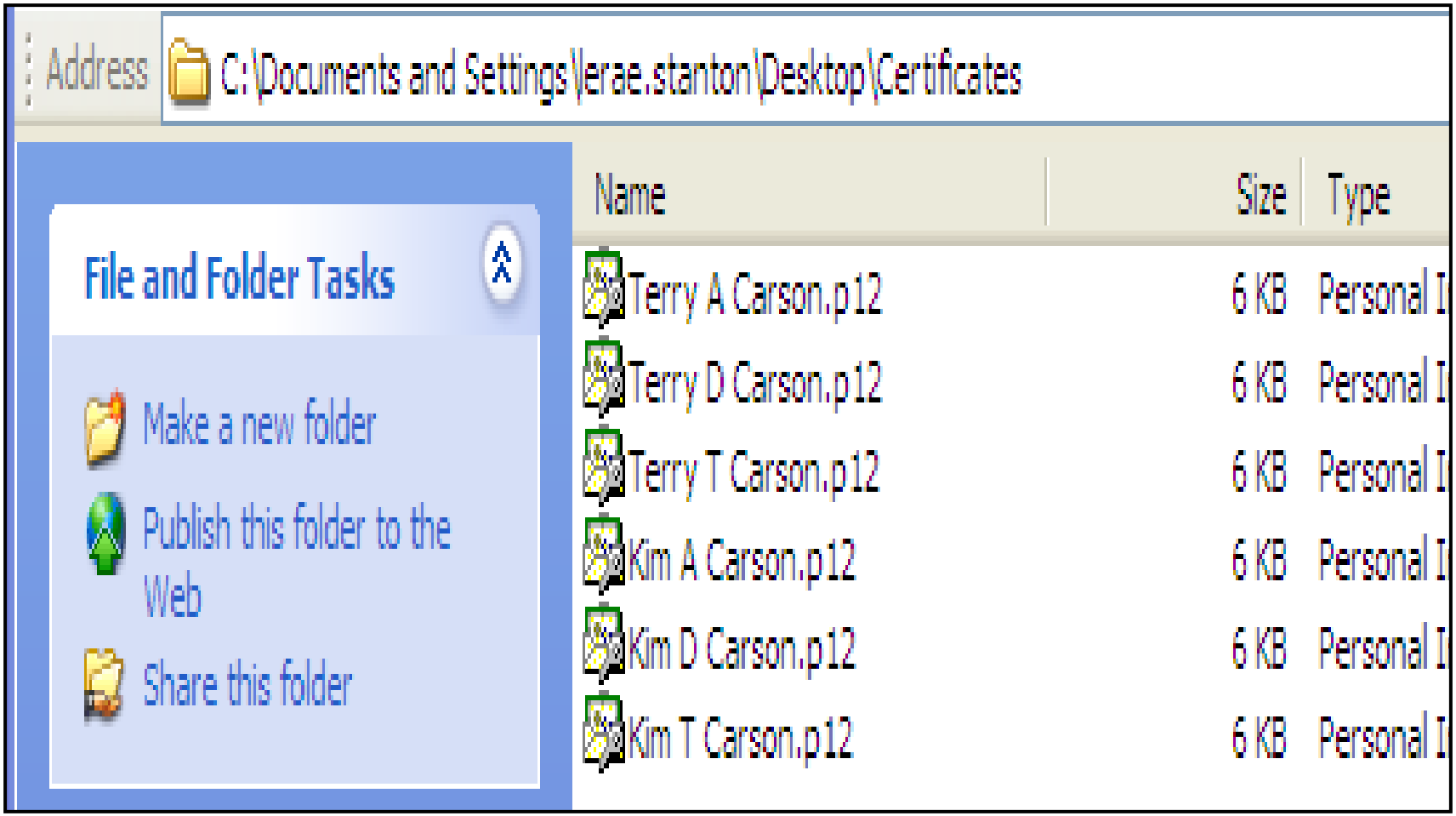
IMPORT VIA NETSCAPE OR FIREFOX





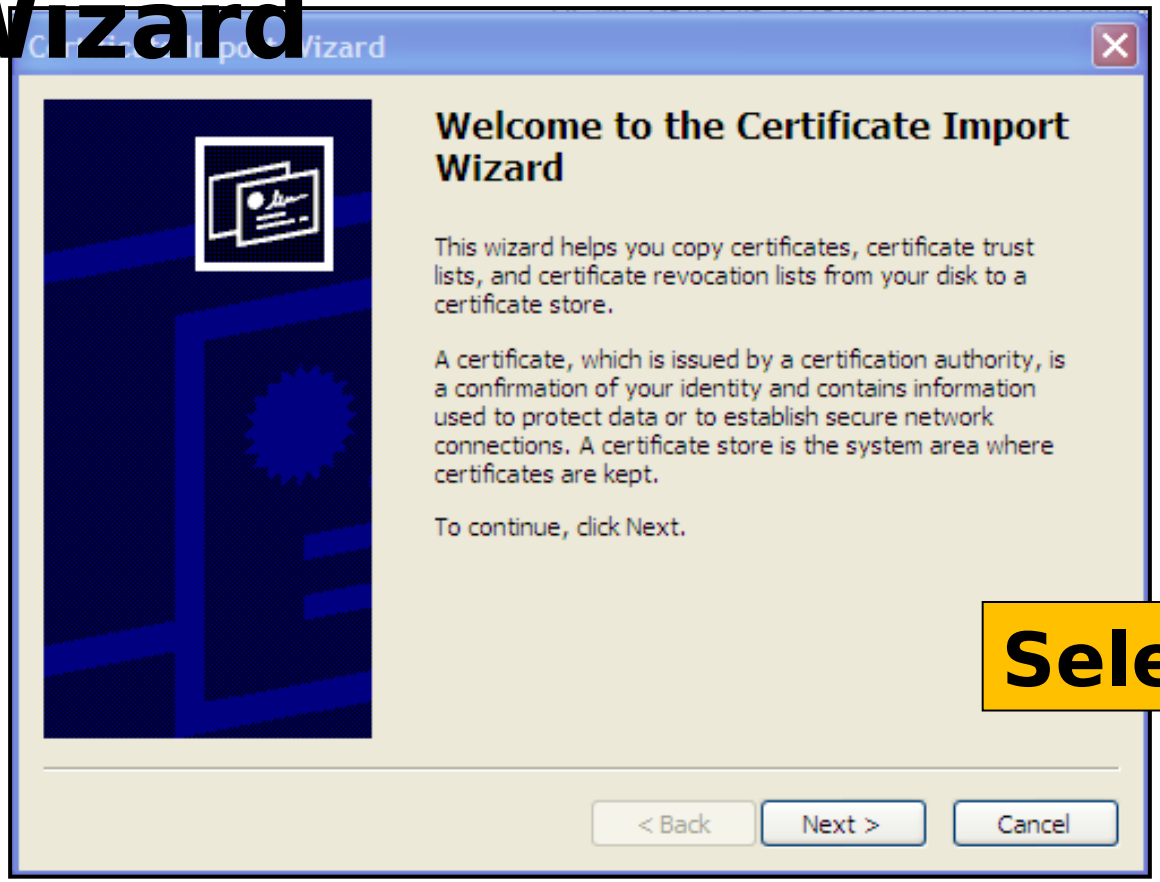
CERTIFICATE IMPORT w IE

Option 1: Folder > Cert > Click



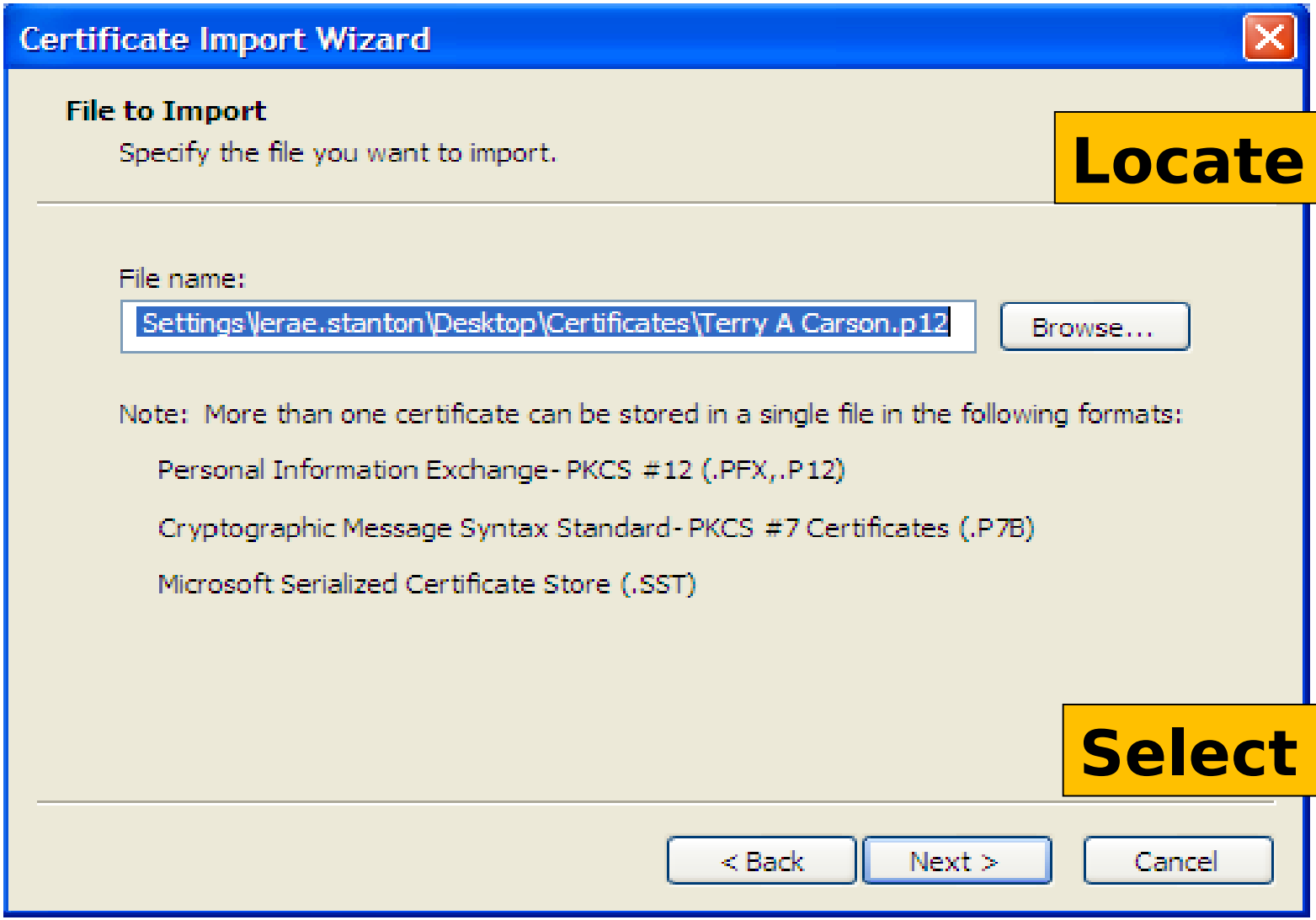
IE: CERTIFICATE IMPORT WIZARD

IE Option 1:
Folder > Cert > Click > Import Wizard



Select Next

IMPORT WIZARD: FILE TO IMPORT

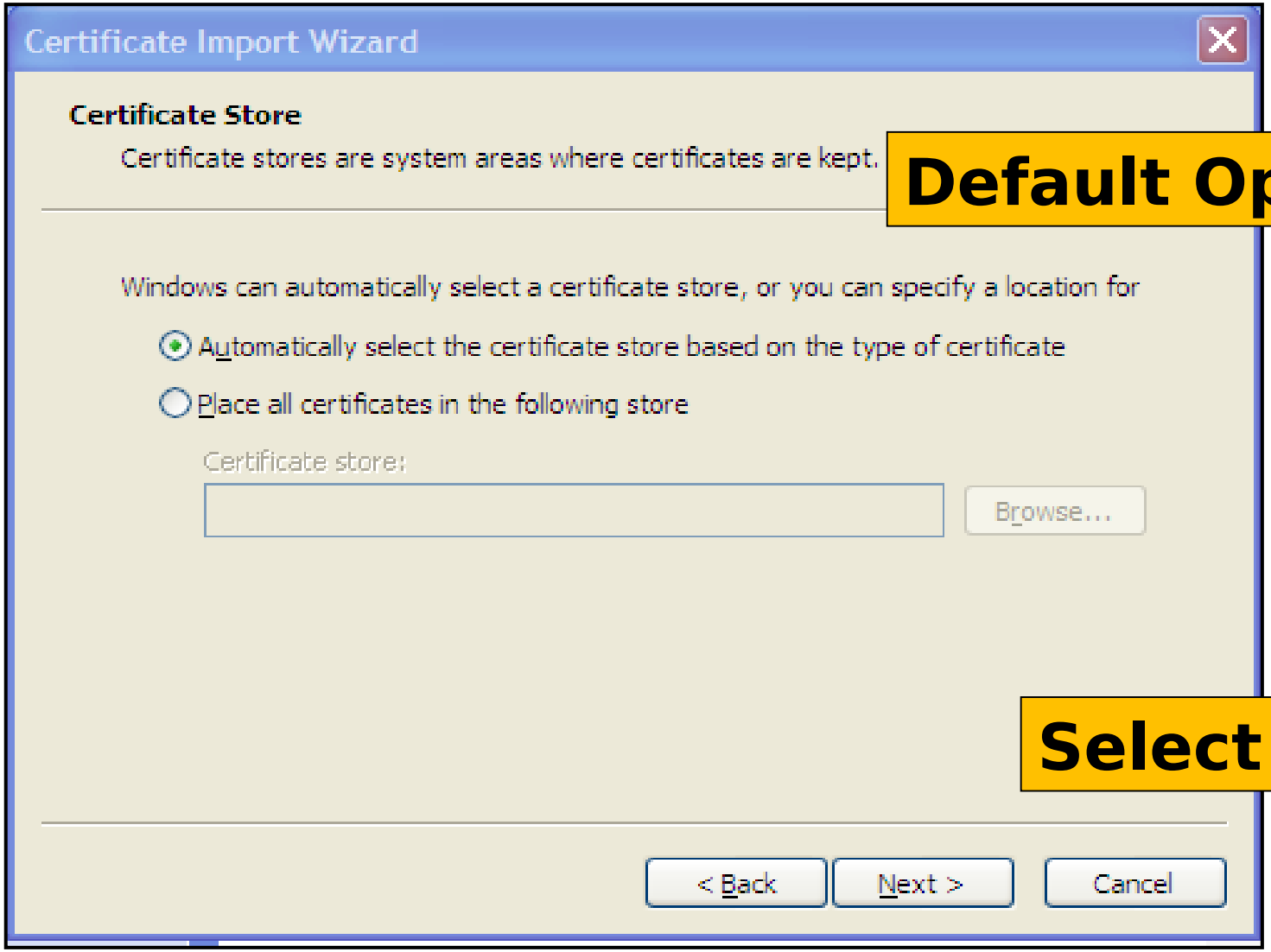


IMPORT WIZARD: PASSWORD

Enter Password

Select Next

IMPORT WIZARD: CERTIFICATE STORE

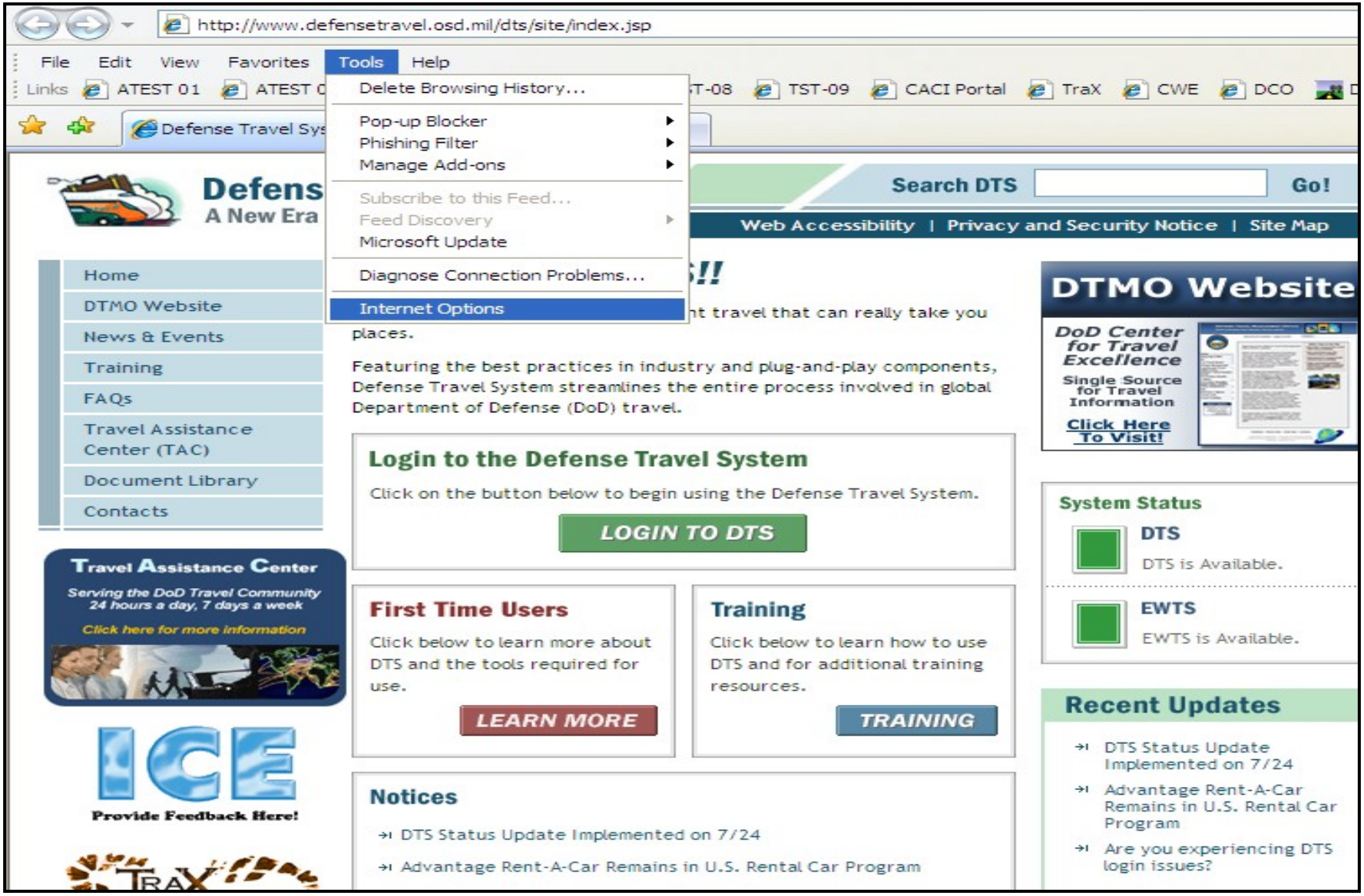


Default Option

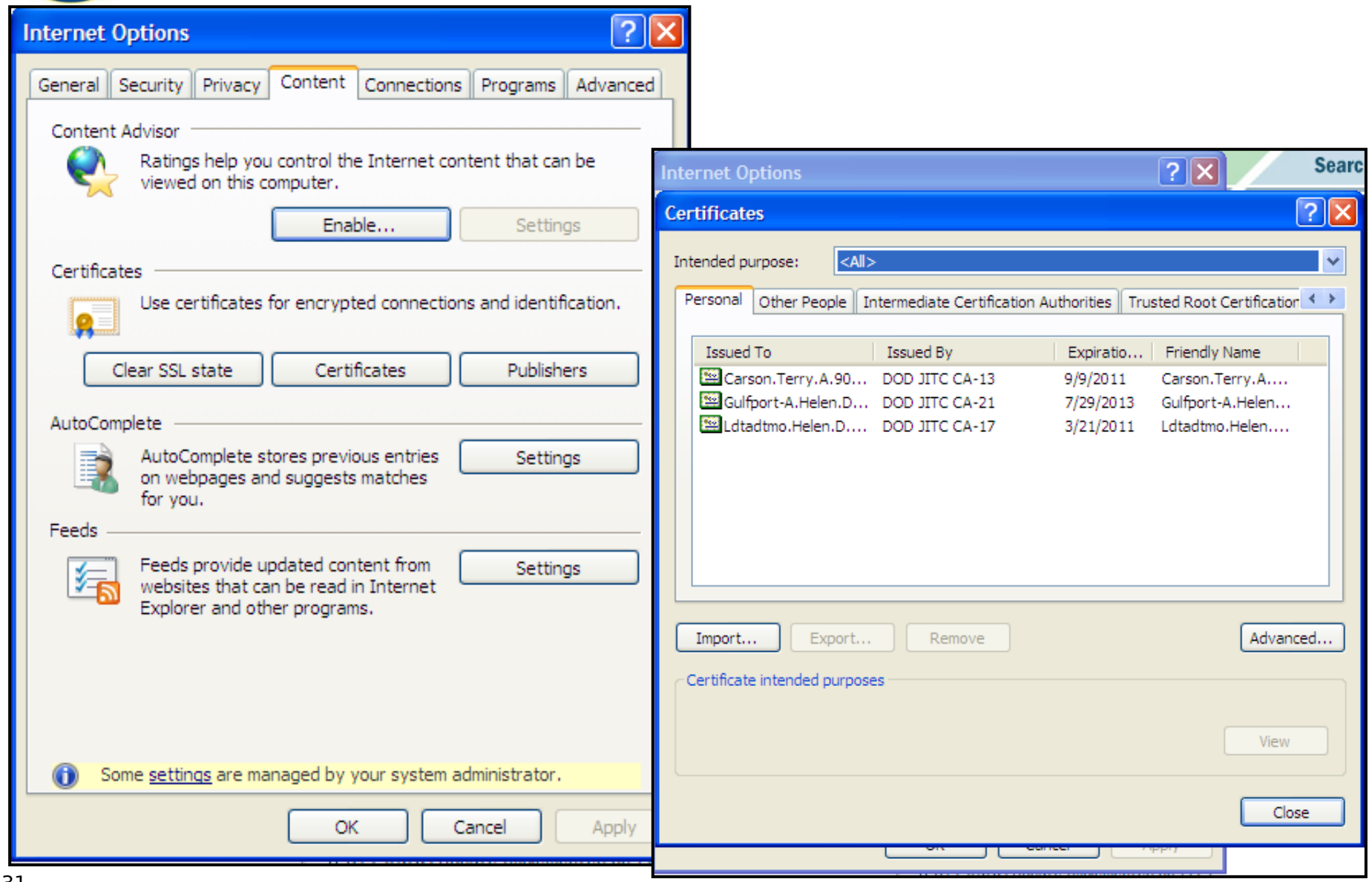
Select Next

COMPLETING THE IMPORT

Importing Certificates – Option #2

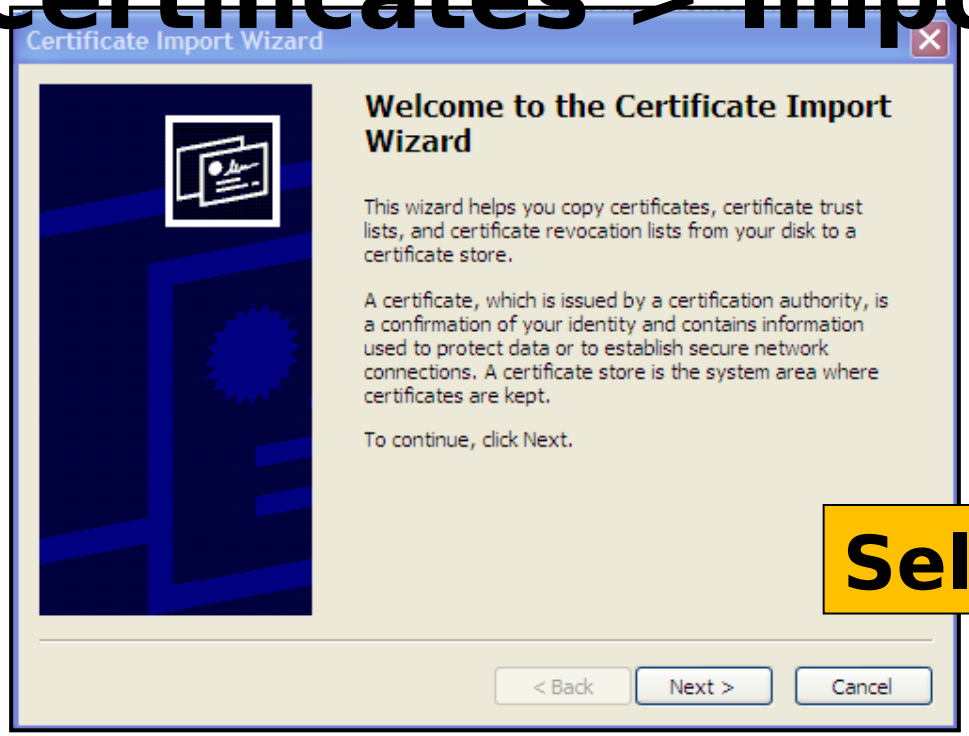


Importing Certificates – Option #2



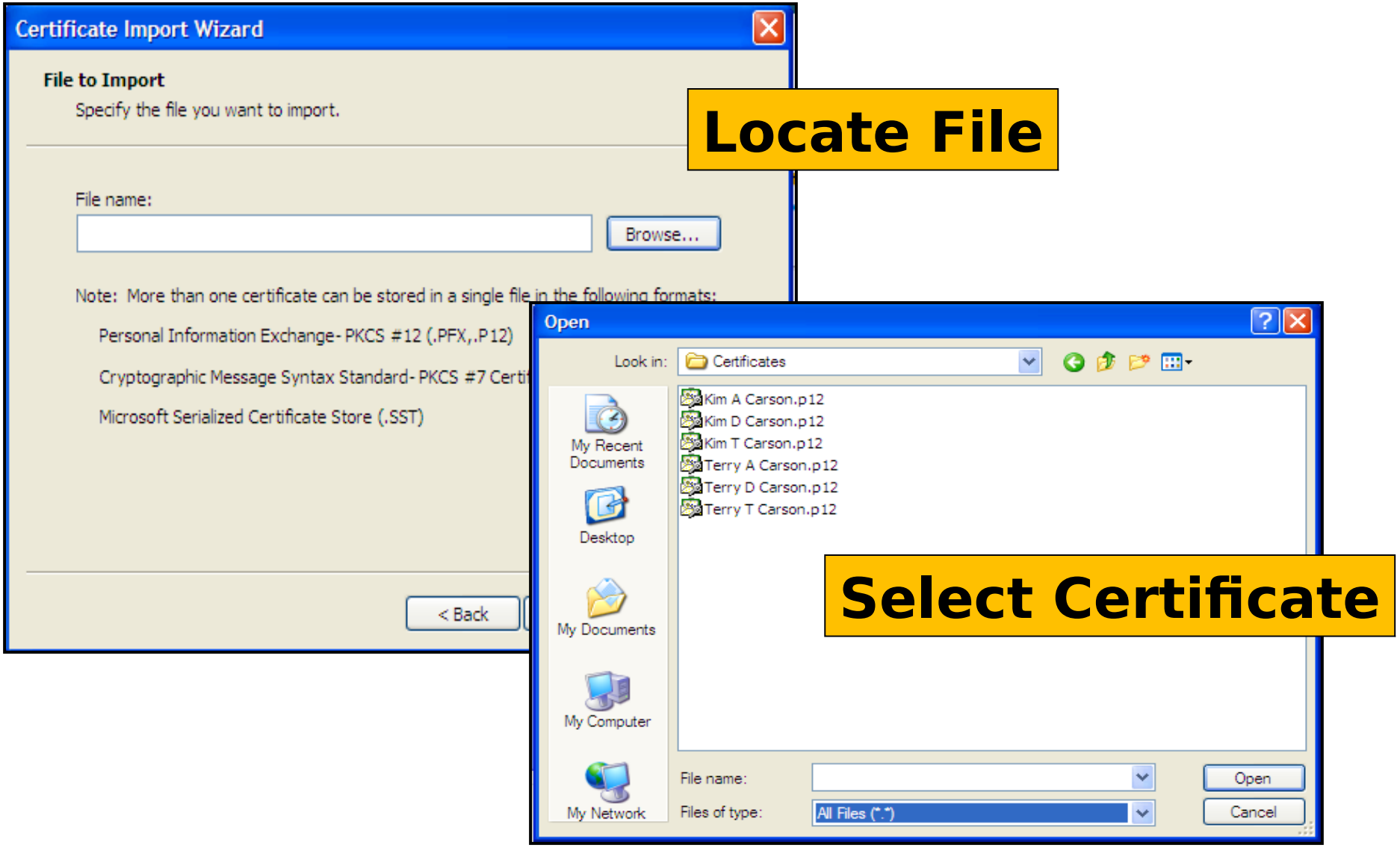
IE: CERTIFICATE IMPORT WIZARD

IE Option 2: Browser > Tools > Internet Options > Content > Certificates > Import

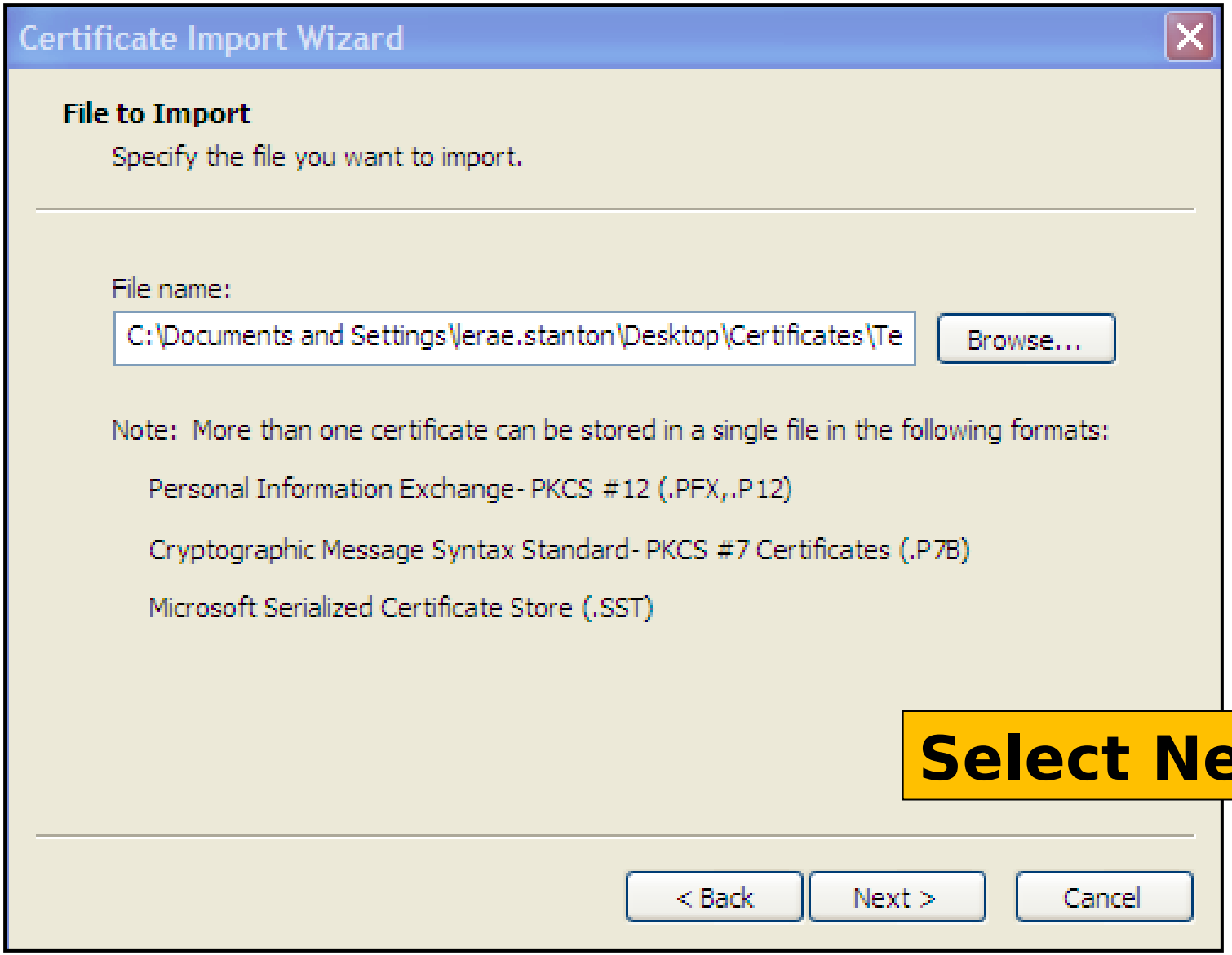


Select Next

IMPORT WIZARD: FILE TO IMPORT



FILE TO IMPORT: FILE LOCATED



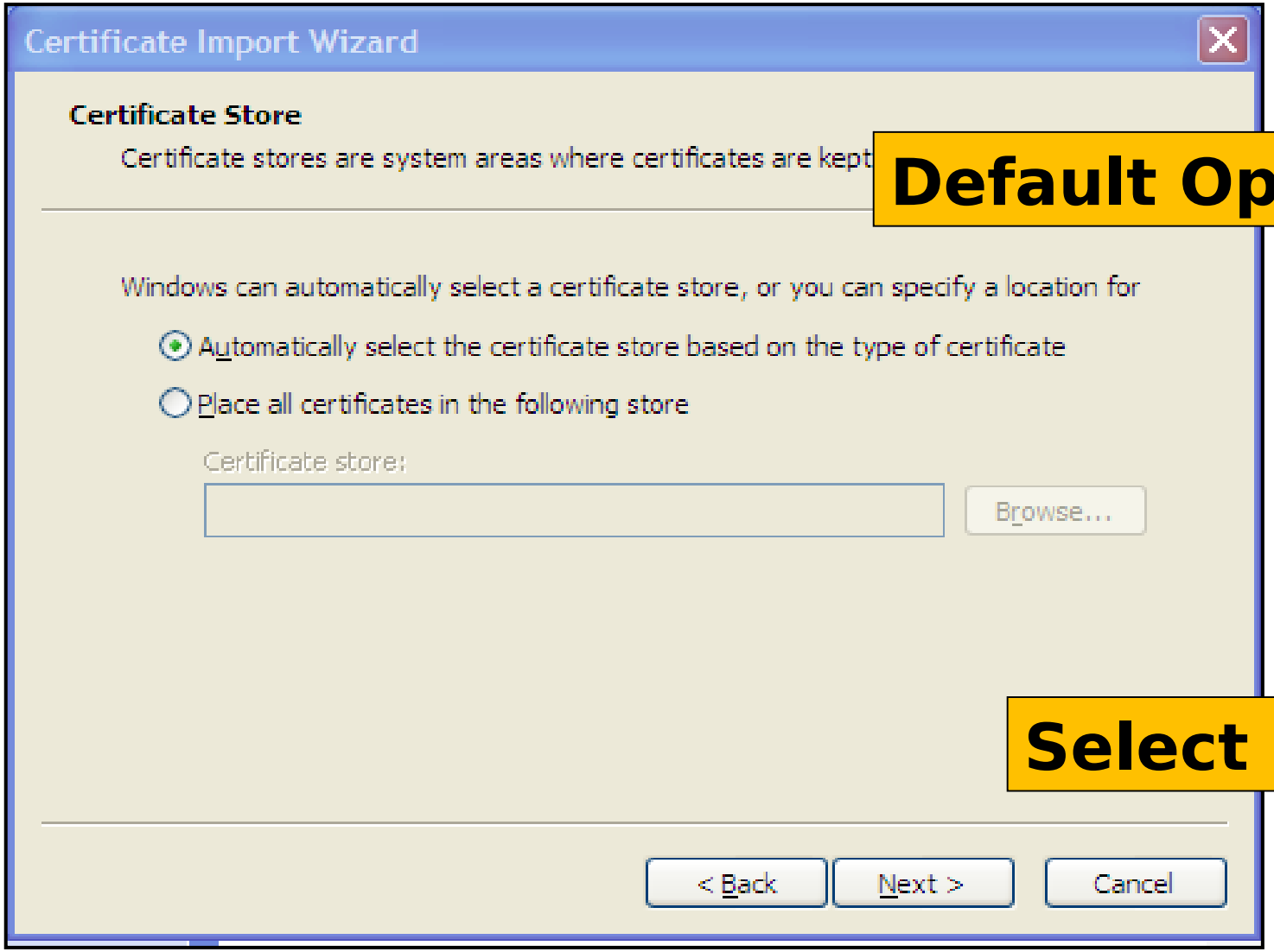
Select Next

IMPORT WIZARD: PASSWORD

Enter Password

Select Next

IMPORT WIZARD: CERTIFICATE STORE



Default Option

Select Next

COMPLETING THE IMPORT

ACCESSING EWTS

EWTS PRIVACY & ETHICS POLICY

Defense Travel System
A New Era of Government Travel

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

You are accessing a U.S. Government (USG) Informati

By using this IS (which includes any device attached to

-The USG routinely intercepts and monitors communica
penetration testing, COMSEC monitoring, network oper
(LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stor

-Communications using, or data stored on, this IS are
search, and may be disclosed or used for any USG-aut

-This IS includes security measures (e.g., authenticati
personal benefit or privacy.

-Notwithstanding the above, using this IS does not con
monitoring of the content of privileged communications
by attorneys, psychotherapists, or clergy, and their as
confidential. See User Agreement for details.

ETHICS

Travelers must comply with the Federal and Departme
services, or payment) from non-Federal sources. For D
4. Travelers may keep items of nominal value (as defi
benefits received for voluntarily vacating a seat on an
Government would incur additional costs or if it would

PRIVACY ACT

AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

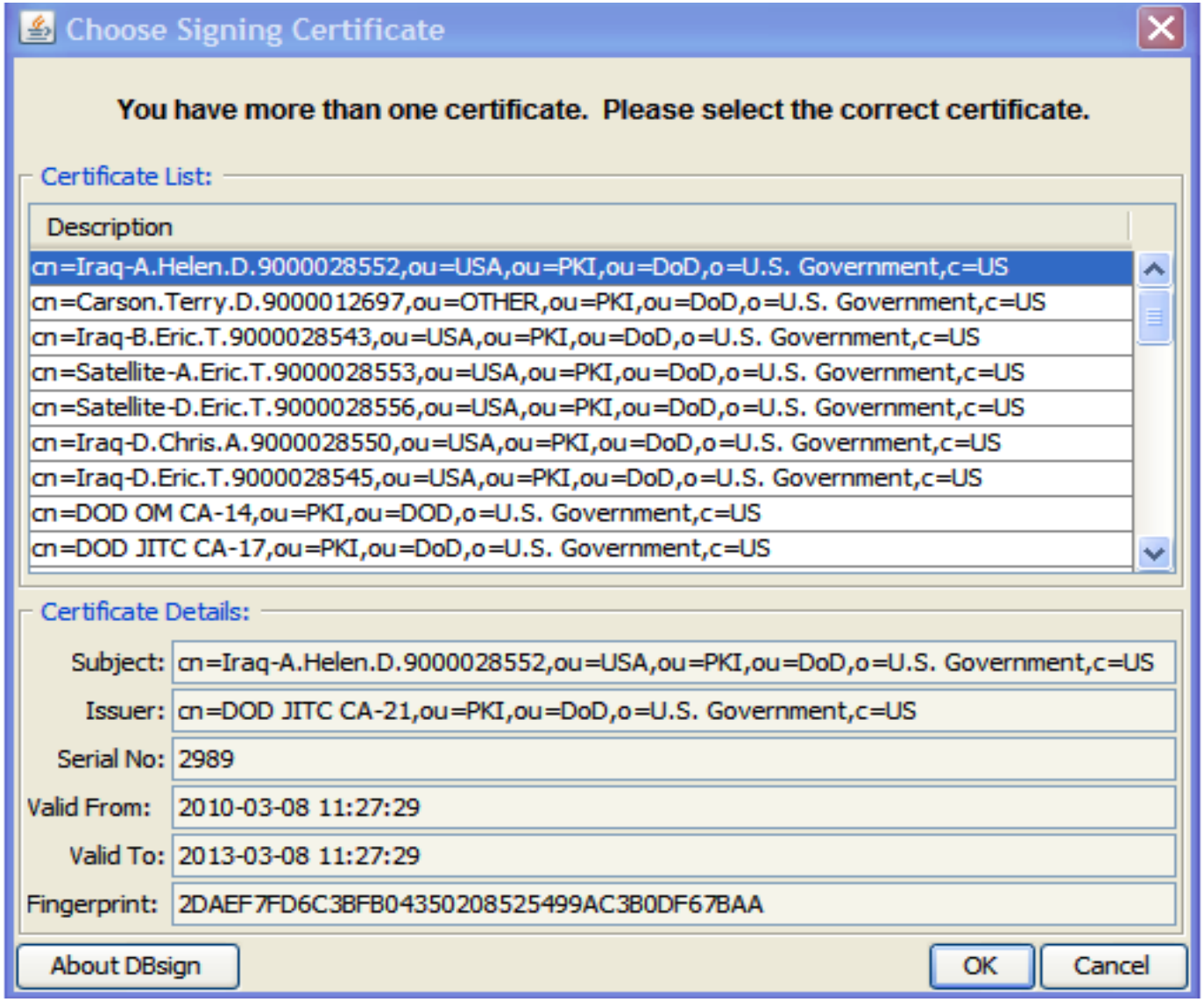
ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

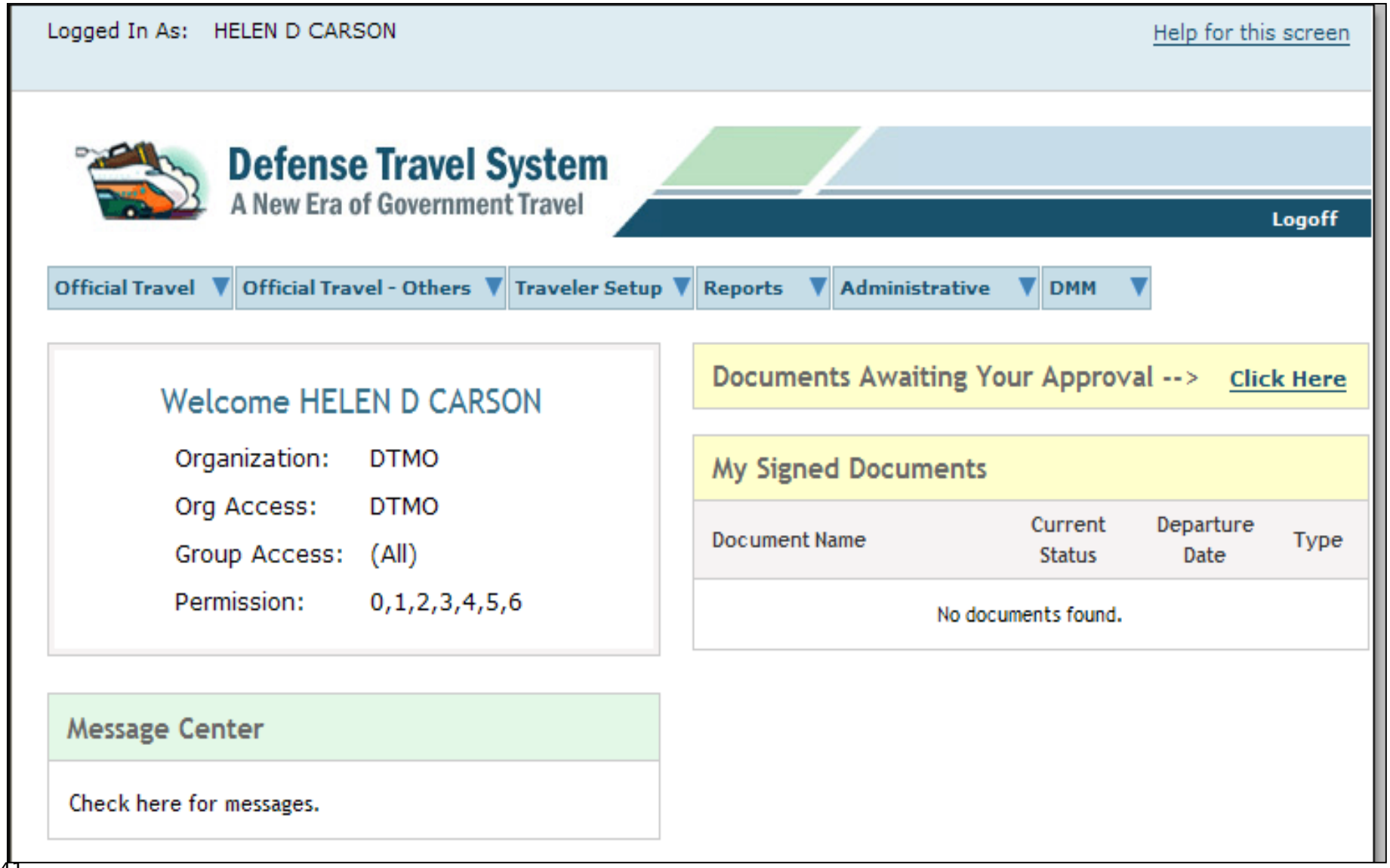
DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Accept Decline

CHOOSE SIGNING CERTIFICATE



START: EWTS/DTS HOME PAGE

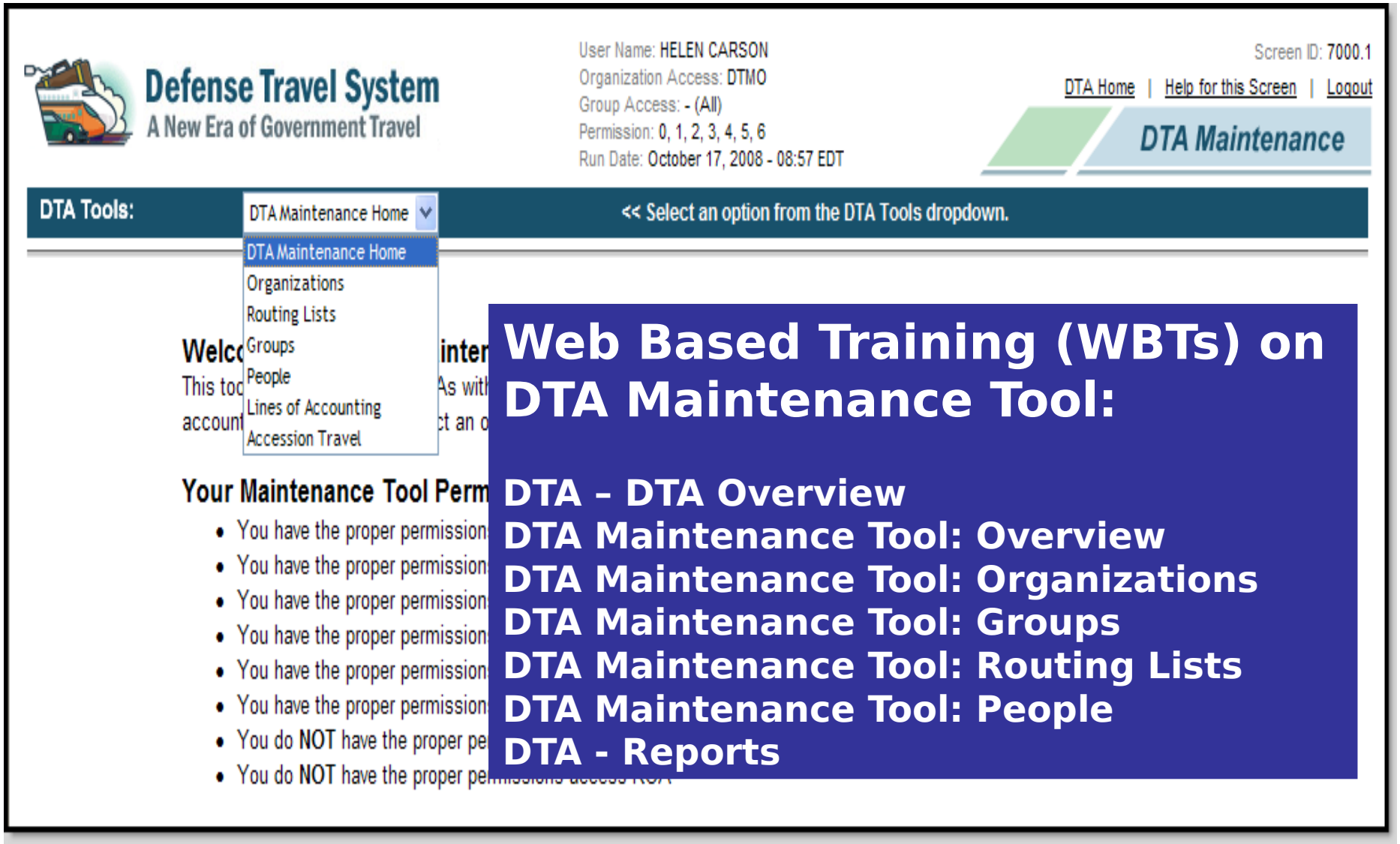


BASIC ORGANIZATION SET UP

DTMO provides:

- Organization
- Routing List - unpopulated
- Group - unpopulated
- People – LDTA w active profile
- Line of Accounting - populated
- Budget - populated

DTA MAINTENANCE TOOL



Web Based Training (WBTs) on DTA Maintenance Tool:

DTA – DTA Overview
DTA Maintenance Tool: Overview
DTA Maintenance Tool: Organizations
DTA Maintenance Tool: Groups
DTA Maintenance Tool: Routing Lists
DTA Maintenance Tool: People
DTA - Reports

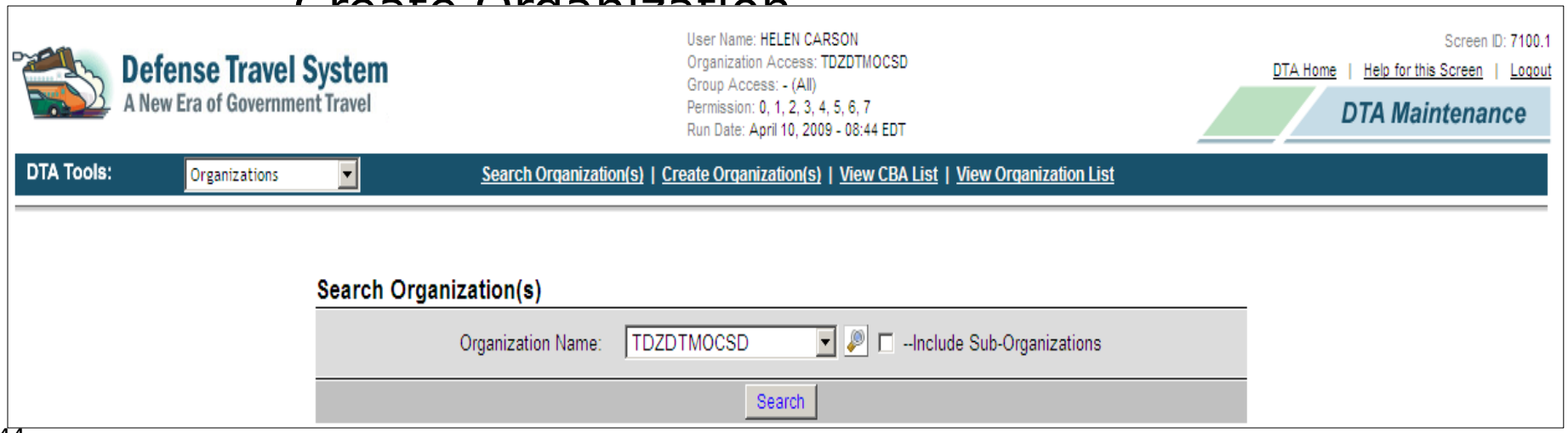
ORG AND SUB-ORG SETUP

Organization

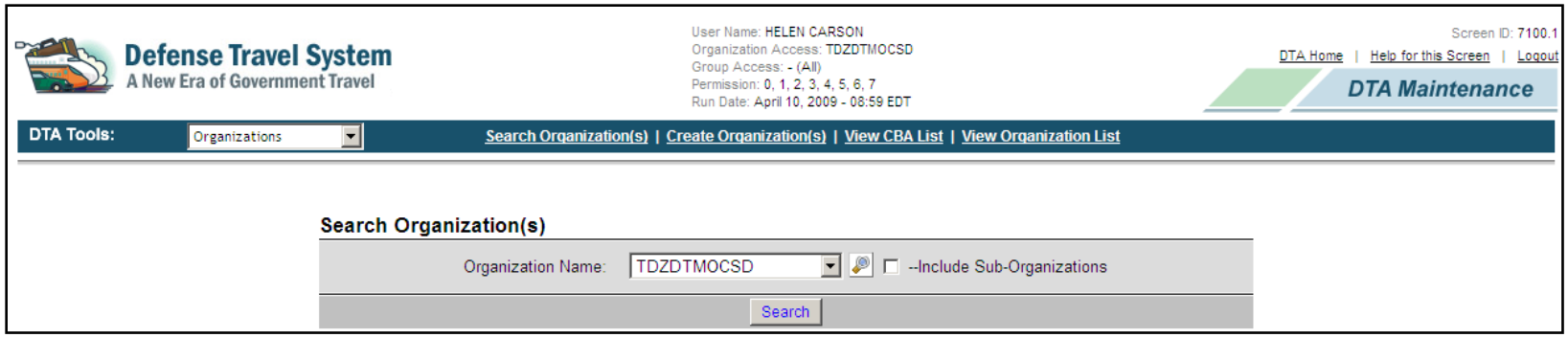
- EWTS Administrator sets up organization
- Naming convention allows documents to be purged

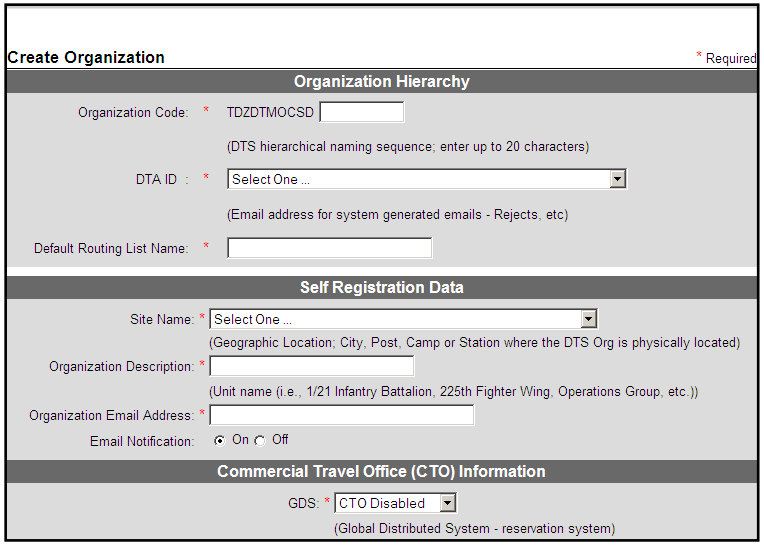
Sub-organizations

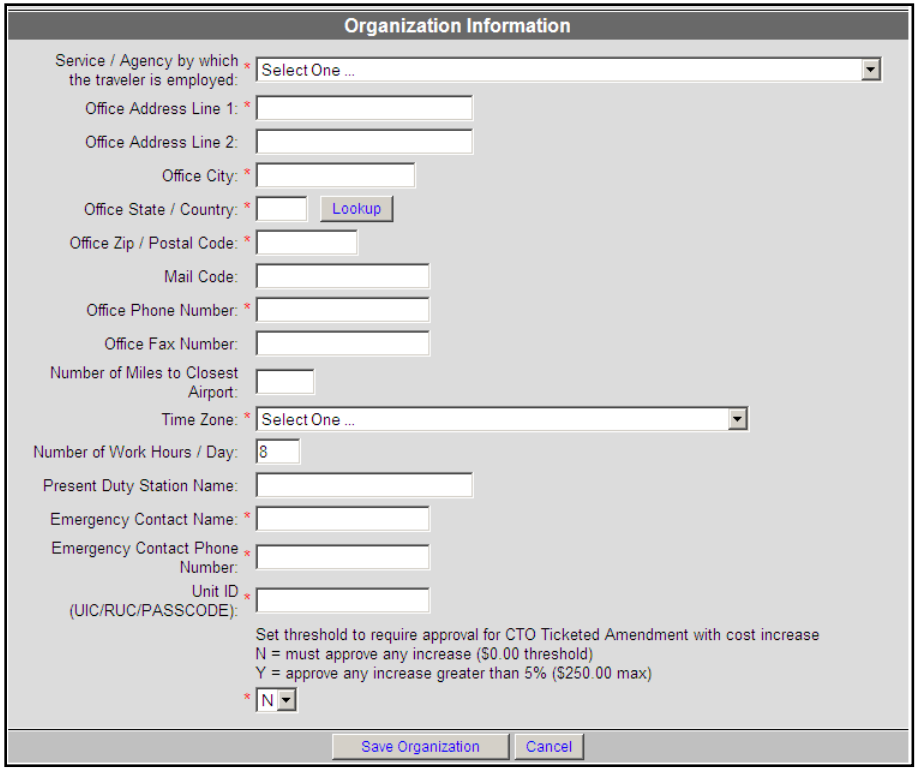
- Any number may be added
- Create Organization



CREATE THE ORGANIZATION





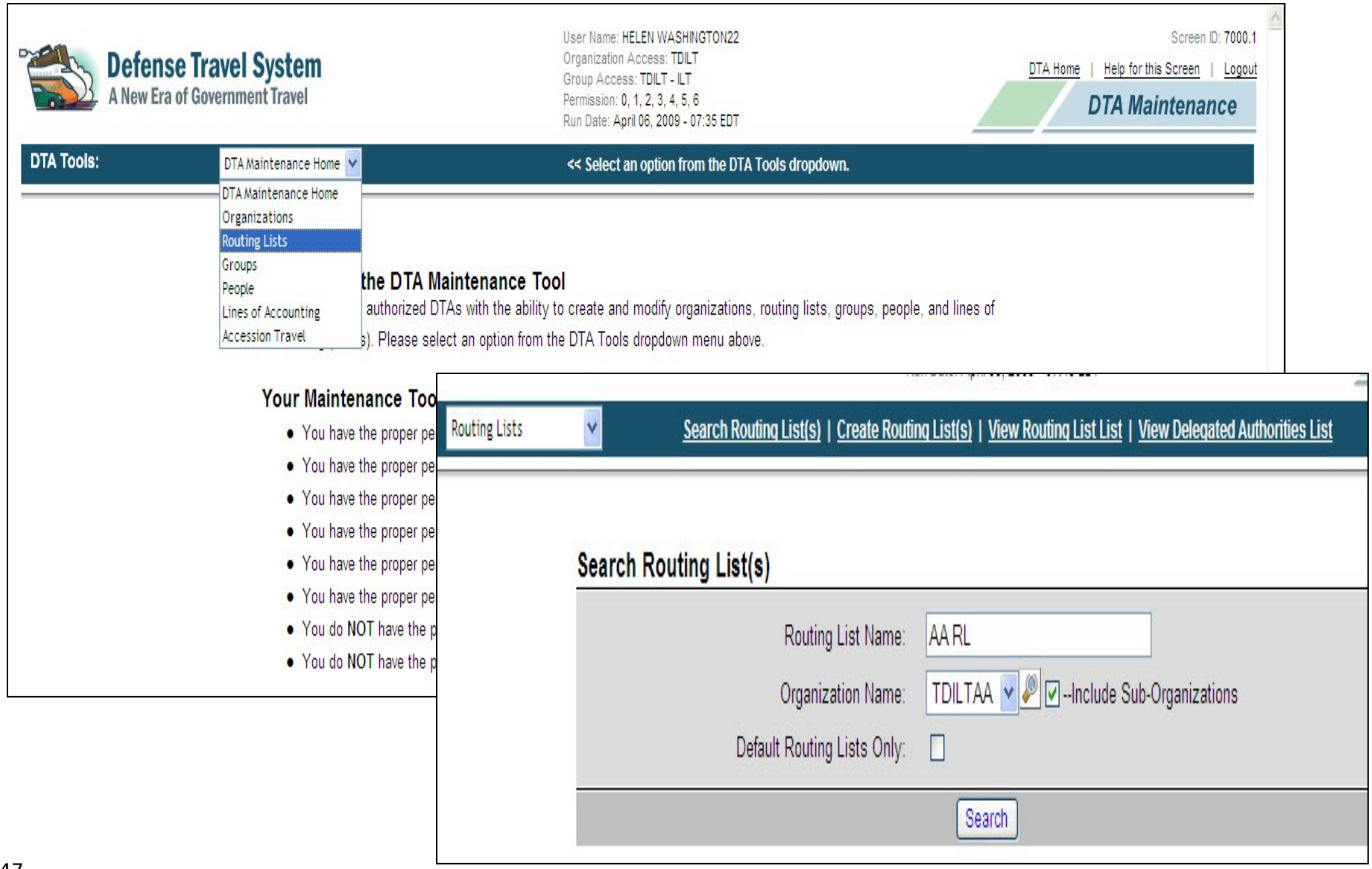


SET UP THE ROUTING LISTS

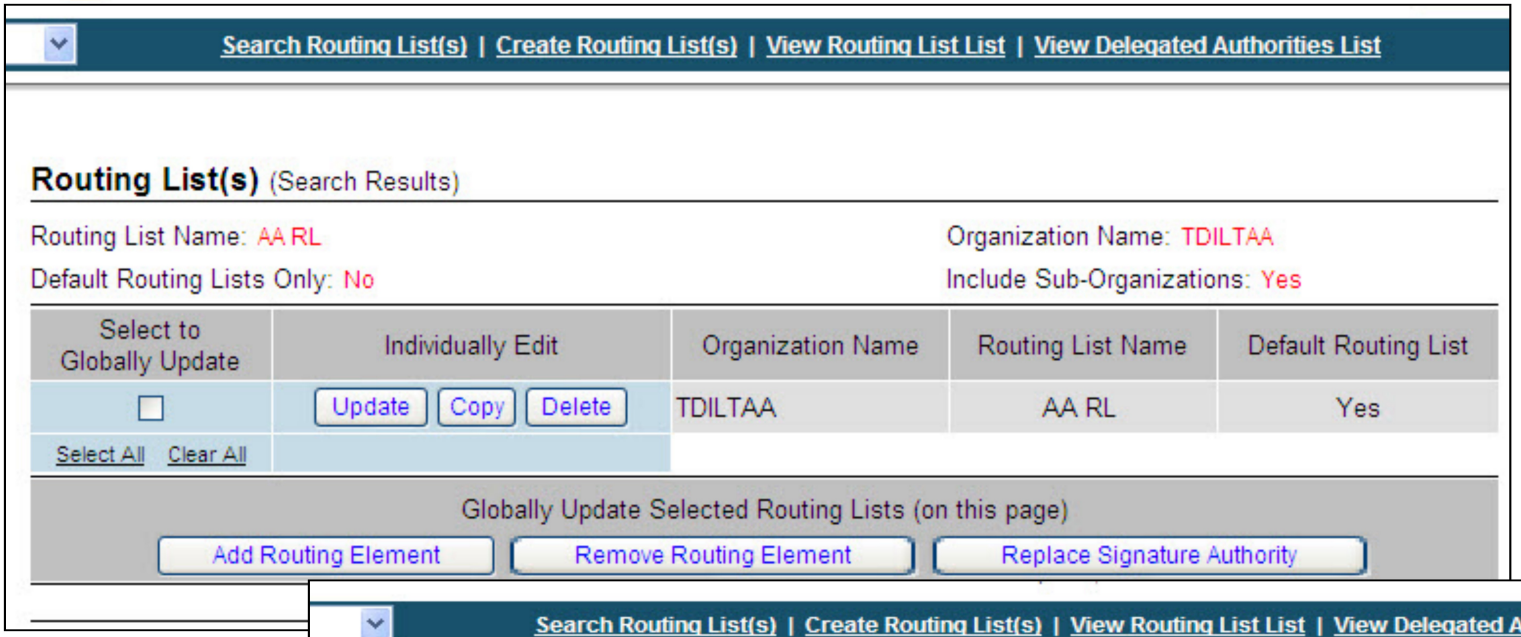
Routing Lists

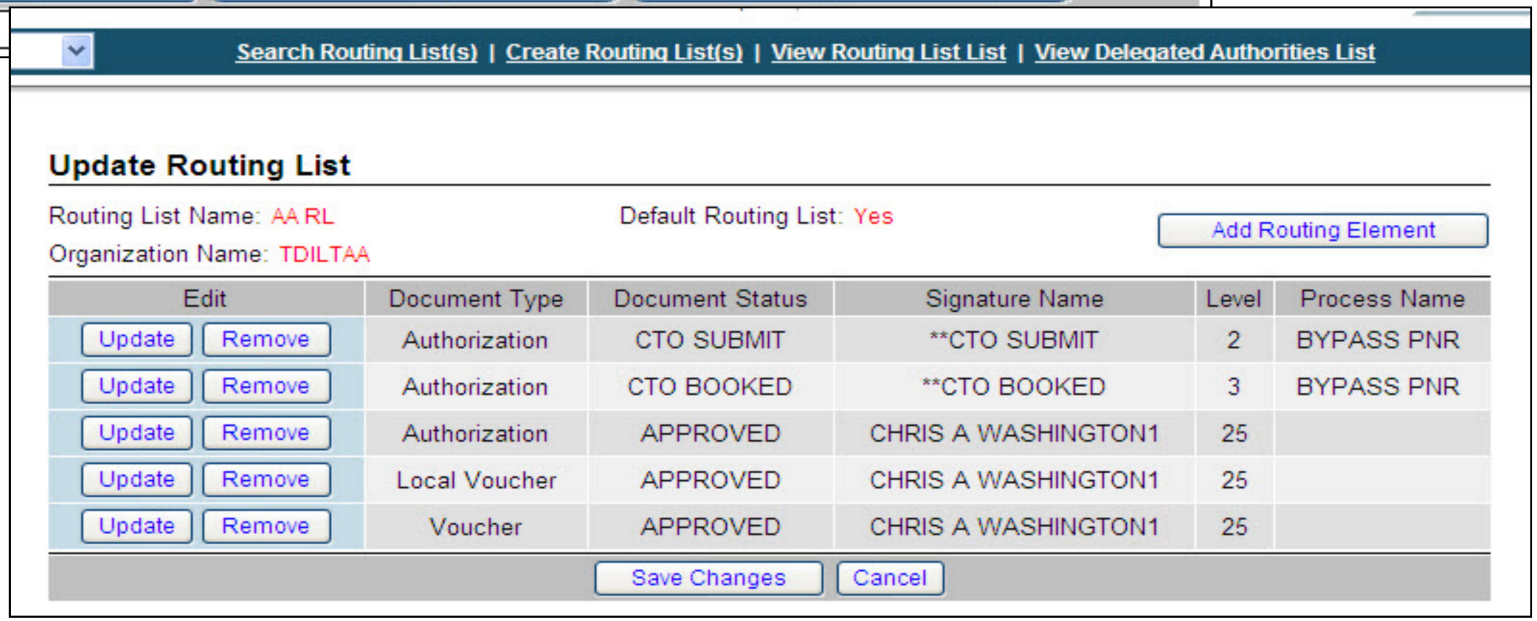
- One routing list has been created
- No routing elements have been entered
  - Must add elements to show routing process
  - Must add elements in order to voucher
- Additional routing lists may be added

SEARCH FOR ROUTING LIST



ROUTING LIST RESULTS-UPDATES





SET UP PEOPLE PROFILES

People

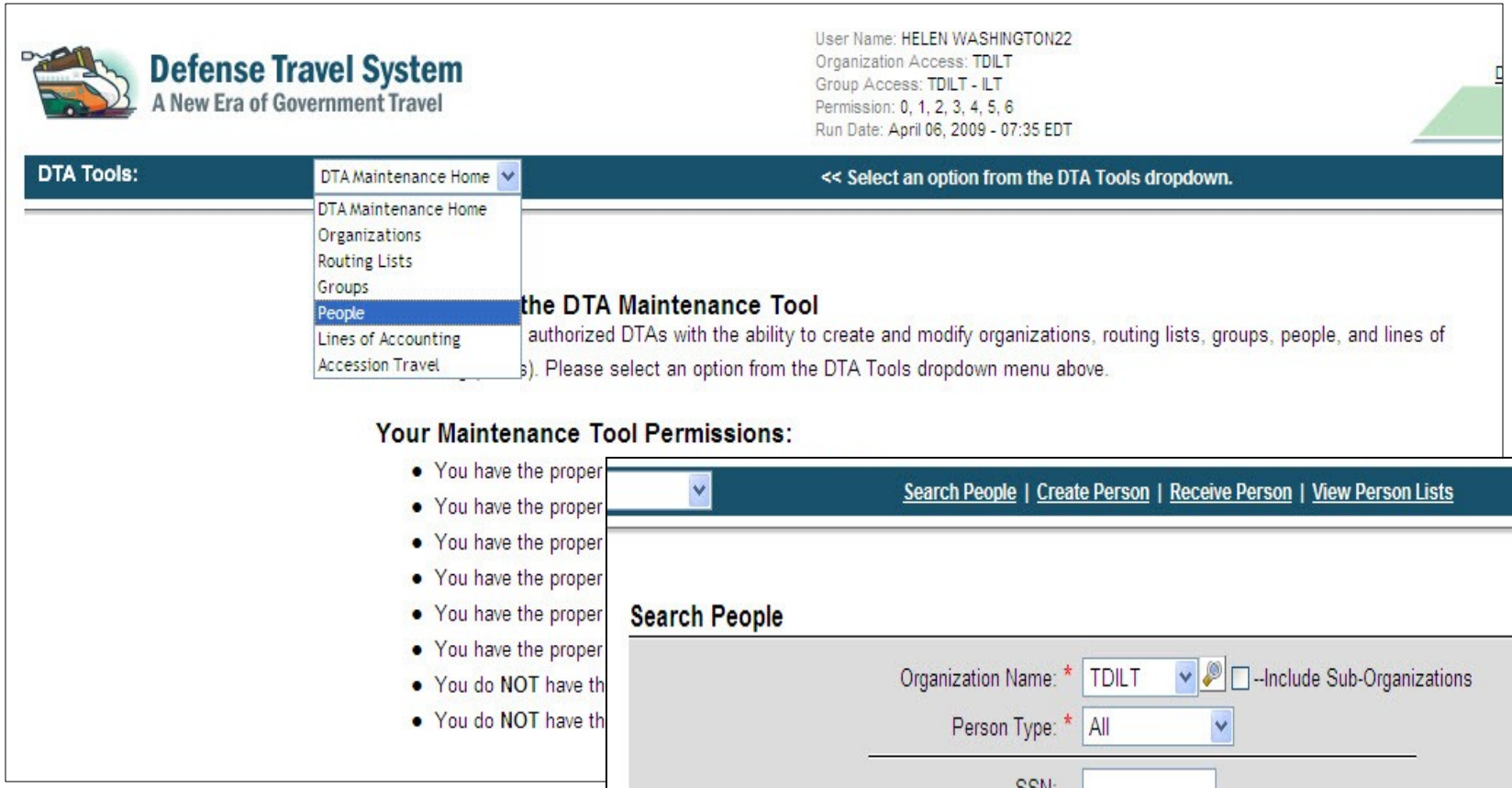
- The Lead DTA has been created and activated
- Use Create Person to create travelers and other users

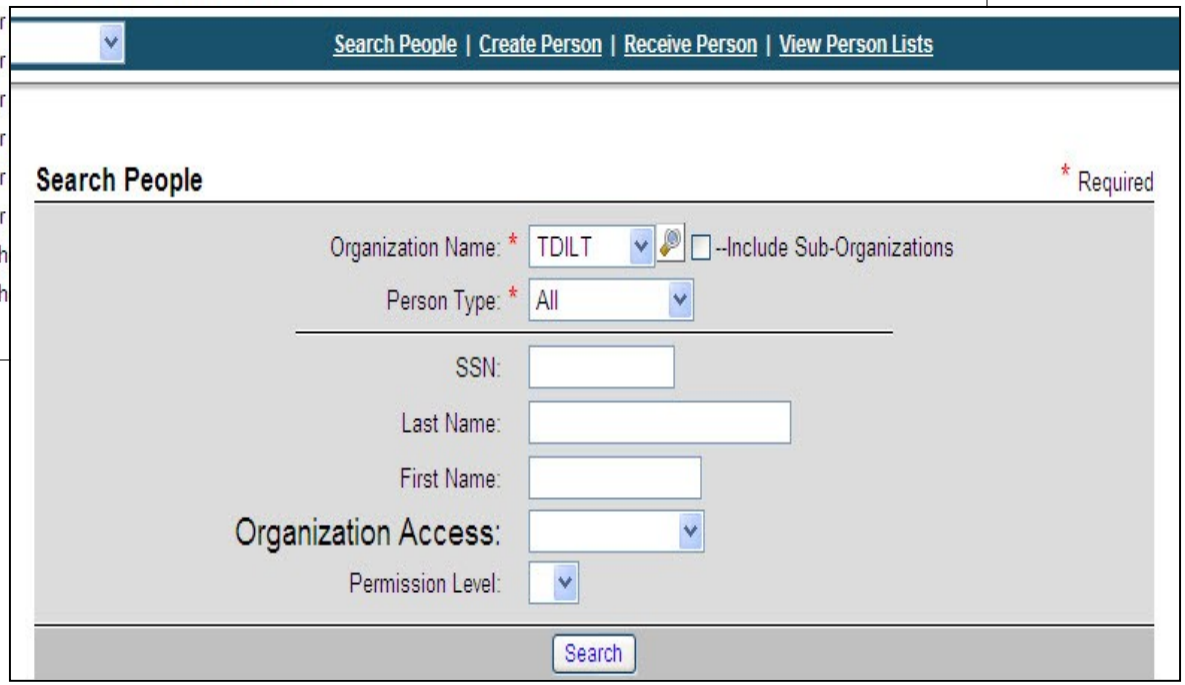
New traveler GTCC account #: 4242424242424242

New traveler EFT routing #: 114000653

New traveler EFT account #: 101010101

CREATE A PERSON





GROUPS – LOAs - BUDGETS

Groups

- Initial Group has been created
- No members have been entered

Lines of Accounting (LOA)

- Initial LOA set up for the organization

Budgets

- Initial Budget has been allocated

SUMMARY

A few key points to take away today:

- Order certificates via the DTMO EWTS Administrator
- Delivery takes 2-3 weeks if the form is correctly submitted
- Send the form to the correct email box or fax terminal.
- Certificates arrive via email, not FedEx.
- Extract – Save - Load into certificate stores on all computers to be used for training.
- Tailor your EWTS organization to mirrors your local setup.

CLASS CLOSING LOBBY

Lobby set-up:

- Instructor audio turned off
- Questions answered for 15 minutes
- Lobby stays open 60 minutes

Please help us evaluate:

- Complete evaluation
- Provide feedback

Use the lobby resources:

- Download class slides
- Use links to DTMO website & TraX

THANK YOU FOR ATTENDING DISTANCE LEARNING

For a three month schedule of DTMO distance learning classes Go to the DTMO Website > Training Resources Center